

## UNSATISFACTORY CONTACT / SSAC VENDOR PERFORMANCE

### Ship Information

Ship Name: \_\_\_\_\_

FPO Address: \_\_\_\_\_

### Mail To Information

Navy Exchange Service Command (Code A)  
3280 Virginia Beach Blvd  
Virginia Beach, VA 23552-5724

### Contractor Information

Name: \_\_\_\_\_

Contract/SAAC Number: \_\_\_\_\_

### Purchase Information

PO Number: \_\_\_\_\_

Date of Order: \_\_\_\_\_ Zone: \_\_\_\_\_

### Description of Complaint

(Provide all pertinent information, i.e. name, stock number, quantity of items ordered but not delivered; required delivery date and actual date merchandise was delivered.)

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### Action Taken

(If items were procured from an alternate source provide supplier's name, address, phone number, and unit price paid.)

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Submitted By: \_\_\_\_\_ Date: \_\_\_\_\_

Copy to: Contractor / SSAC Vendor

This Report may be submitted by any of the following:

- 1 – Mail to address above
- 2 – Naval message address: NEXCOM NORFOLK VA//A//
- 3 – Phone Autovon 646-2080
- 4 – Phone Commercial (757) 443-2079/80/81/85
- 5 – Fax (757) 443-2082
- 6 – SALTS: NEXCOM SHIPS STORES HQ (Q27)